



**Department of Corrections**  
**ADMINISTRATIVE BULLETIN**

**Subject: INMATE TAX REFUNDS**

**Number:**

**96/18**

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**September 20, 1996**

**Cancelled Effective:**

This Administrative Bulletin announces the procedures to be followed when inmates in State prisons receive tax refunds. When tax refund checks are received for inmates, the mail room staff shall deliver the checks to the accounting office. The Accounting Officer will then notify the facility representative that checks are being held pending determination of eligibility of the inmates to receive the checks. The facility representative shall assist outside agencies in determining an inmate's eligibility. Unauthorized checks shall be returned to the appropriate agency.

In determining an inmate's eligibility, the facility representative shall contact the appropriate agency. For tax refund checks, staff shall contact the Internal Revenue Service, Questionable Refund Program Agent, (916) 974-5212, and the Franchise Tax Board, Fraud Prevention & Detection Agent, (916) 845-5525.

Please inform all persons concerned that the contents of this bulletin shall remain in effect until incorporated into the Department Operations Manual, subsection 54010.13.1. Any questions or concerns regarding the contents of this bulletin should be directed to Eiji Yamamoto, Chief, Accounting Management Branch, at (916) 324-6525 or CALNET 454-6525.

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